

To: Andrea Spencer[andrea.spencer@ci.bremerton.wa.us]
Cc: R10 Brownfields[Brownfields.R10@epa.gov]; Burgess, Deborah[Burgess.Deborah@epa.gov]; Griffith, Terri[Griffith.Terri@epa.gov]
From: Griffith, Terri
Sent: Fri 6/9/2017 6:13:33 PM
Subject: City of Bremerton (WA) - GRANT APPLICATION PROCESS - FY17 EPA Brownfields Funding! [Assessment-Community-Wide]
[Congratulations EPA R10 Selectees! - FY17 Assessment & Cleanup Grants Announced.eml](#)
[Announcing 2017 EPA Brownfields Assessment & Cleanup Grants in Alaska, Oregon, and Washington!.eml](#)
[FY17 AC Congratulatory Letters Region10 8 Bremerton.pdf](#)
[Grants-Management-Guidance EPA Region 10 updated 03242015.pdf](#)
[Application Checklist 2017 EPA R10 BF ARC Grants Final 06092017.pdf](#)
[FY16 Assessment T&Cs final R10 rev8.3.16.docx](#)
[FY17 Assessment Budget Narrative Example Final 06092017.docx](#)
[FY17 Assessment Work Plan Template Final 06092017-tqsm.docx](#)

Dear Andrea,

We would like to congratulate you again for submitting a successful proposal to the EPA Brownfield Assessment and Cleanup (AC) Grant Competition for Fiscal Year 2017.

As you know, the **City of Bremerton - Brownfields Grant Proposal for Community-Wide Assessment** has been selected to receive funding from the U.S. Environmental Protection Agency Brownfields program in the amount of **\$300,000 [\$150,000 hazardous substances/\$150,000 petroleum]**.

We are pleased to initiate the formal grant application process with this letter. The funding will be awarded in the form of a cooperative agreement for a project period of up to three years. *Please be advised that the actual grant award is contingent upon completion of the federal grant application process and project work plan as requested below.*

PLEASE SAVE THE DATE!

Application Process Q&A Teleconference

Wednesday, June 14, 2017 – 1:00-2:00pm Pacific

Call-In Number: (b) (6)

Adobe Connect Room:

(b) (6)

We will send out a follow-up calendar invitation to mark your calendars.

The **schedule** and **process** for award of your cooperative agreement are as follows:

2017 Grant Application & Award Schedule – DRAFT – June 9, 2017 EPA Region 10 – Brownfield Assessment & Cleanup Cooperative Agreements	
Schedule	Task
May 24-26	Selectee Project Contacts are provided advance notification of impending grant announcement by EPA Region 10 Brownfield Team members via phone and quotes are requested for EPA Region 10 Press Releases.

May 31 (Wednesday)	Formal Grant Announcement Released by EPA's Office of Brownfield and Land Revitalization (OBLR) and EPA Region 10.
	Congratulatory Letters mailed to Selectee Executive Officials by EPA's Office of Brownfield and Land Revitalization (OBLR).
June 1 (Thursday)	Congratulatory Email with EPA Brownfield Project Manager contact information emailed to Selectees' Project Contacts by EPA Region 10 Brownfield/Terri Griffith.
By June 9 (Friday)	Application Process Information sent to Selectee Project Contacts by EPA Region 10 Brownfield/Terri Griffith.
June 14 (Wednesday)	EPA Region 10 hosts Application Q&A webinar with selectees – 06.14.17 @1-2pm Pacific. Calendar Invitation will be sent shortly – stay tuned.
By June 23 (Friday)	Selectees prepare draft workplan & application forms and submit to their EPA Brownfield Project Manager for review.
June 23 – July 14	EPA Brownfield Project Officers review and provide comments on draft workplans and application forms. As necessary, additional drafts submitted for review and comment. EPA Brownfield Project Manager approves final draft workplan and application package.
By July 19 (Wednesday)	Finalized Work plans and Application Forms submitted to EPA Region 10 Brownfield Program by email to your EPA Brownfield Project Manager and Griffith.Terri@epa.gov.
July 19 – September 30	EPA Brownfield Project Officers develop application funding packages. EPA Region 10 Grants Office reviews Applications and Funding Packages.
By September 30	EPA Region 10 Grants Office awards Cooperative Agreement.

Please Note: We understand that you may need additional flexibility in regards to this schedule.

Please speak directly with your EPA Brownfield Project Manager to make any necessary adjustments.

Process: Steps to Completing Your Grant Application

1) Prepare and submit the draft work plan, budget, and required application forms to your EPA Brownfield Project Manager.

Work Plan & Budget - The work plan should be consistent with the goals and objectives of your grant proposal and include planned outputs, project milestones, reporting activities, and a detailed budget narrative.

We encourage you to discuss the components of the work plan and ask questions of the designated EPA Brownfield Project Manager at any time, but especially as you prepare the first draft. The EPA Brownfield Project Manager listed below has been assigned to help you through this process. This person will be your main point of contact in negotiating the work plan components for this grant. We ask to review a draft work plan before any project plans

or federal forms are finalized, to ensure that activities and costs are eligible and to minimize the time needed for revisions. The EPA Brownfield Project Manager will also ensure that any questions that were raised during the national competition review process are shared with you and addressed in the final work plan.

Application Forms - Depending on your familiarity with the various forms that are required to apply for a federal grant, you will need to allow enough time to ask questions and make revisions before finalizing with official signatures. While some forms can be completed without a final negotiated work plan, other forms require information to be consistent with the work plan such as project start and end dates, and the budget. Please fill out the federal forms in draft and submit them to your Project Officer along with the final draft work plan for review, as detailed under Step 2, before finalizing for submission.

Please provide copies of the draft work plans electronically and in Microsoft Word (not in PDF format). This insures that your EPA Brownfield Project Manager may provide comments to you using the Microsoft Word document review tools.

Attached you will find the **Application Checklist of forms and documents** that make a complete application package. The forms may be found online at the **EPA Grantee Forms webpage** (<https://www.epa.gov/grants/epa-grantee-forms>). The **EPA Grants webpage - Understanding, Managing, & Applying for EPA Grants** (<https://www.epa.gov/grants>) also has links to the grant regulations and other administrative guidance that may be of assistance to you.

The **EPA Region 10 Grants Management Guidance document**, is a helpful reference document and is attached to this email.

We have also provided you with a copy of the **FY16 Brownfield Programmatic Terms & Conditions** that highlight the key requirements that must be met when managing a Brownfield grant. Please read them carefully. *The FY17 Programmatic Terms & Conditions will be finalized in the coming weeks and provided to you.*

2) Finalize the cooperative agreement work plan and draft forms by incorporating comments

received on earlier draft versions. As each project has unique circumstances, there may be a need to go through a few draft versions of the work plan before your organization and the EPA Brownfield Project Manager agree that it can be finalized. Getting to the finalized version may require quick revisions and responses to questions in order to meet the final application package deadline (see Step 3). During this step it will be important to work closely with the EPA Brownfield Project Manager to coordinate the time needed for their review and the time needed to address any comments.

3) Prepare and submit the final application package, with signatures, to be received by EPA by Wednesday, July 19. In order to allow EPA to award your grant by the September 2016, we ask that you complete all forms that apply and submit them with original signatures along with the final negotiated work plan to be received by **Wednesday, July 19**, if not sooner. For a list of all necessary documents for a complete application package, please see the document titled *"Required Forms & Documents for a Complete Application Package"*. Please submit your final application forms and workplan by email to your **EPA Brownfield Project**

Manager and Griffith.Terri@epa.gov. In your email, please submit the documents as separate Adobe PDF or Microsoft Word files (as appropriate) NOT as one combined file. (Please reference the attached "*Required Forms & Documents for a Complete Application Package*" for email addresses). I will be acting as the EPA Brownfield Project Manager delegate so it is essential that I be copied on the email with the final application documents to ensure the process flows smoothly.

The absence of any form, budget narrative, or miscalculations in the budget can significantly delay or compromise the award process. This letter does not constitute any obligation on EPA's part to fund the proposal.

We encourage you to contact your EPA Brownfield Project Manager with questions or for further clarification of the requested information as you begin drafting your work plan. For any other questions and comments, you may also contact me at any time. We look forward to working with you.

Your EPA Brownfield Project Manager (Project Officer):

Deborah Burgess

360.753.9079

Burgess.Deborah@epa.gov

Enclosures:

ARC FY17 Selectee Congratulatory Letter from EPA'S Office of Brownfield & Land Revitalization
Application Checklist - Required Forms & Documents for a Complete Application Package
Cooperative Agreement Work Plan Template
Assessment Budget Example – Budget Tables & Narrative Detail
Sample FY16 Programmatic Terms & Conditions
Grants Management Guidance – EPA Region 10 (updated 03.24.15)

Best Regards, Terri

TERRI GRIFFITH | REGION 10 BROWNFIELD ARC GRANT COMPETITION COORDINATOR
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From: Griffith, Terri
Sent: Thursday, June 01, 2017 8:19 PM
To: 'Andrea Spencer' <andrea.spencer@ci.bremerton.wa.us>
Cc: R10 Brownfields <Brownfields.R10@epa.gov>; Griffith, Terri <Griffith.Terri@epa.gov>; Burgess, Deborah <Burgess.Deborah@epa.gov>
Subject: City of Bremerton (WA) - Grant Proposal Selected for FY17 EPA Brownfields Funding! [Assessment-Community-Wide]
Importance: High

Dear Andrea,

Congratulations! The **City of Bremerton - Brownfields Grant Proposal for Community-Wide Assessment** has been selected to receive funding from the U.S. Environmental Protection Agency Brownfields program in the amount of **\$300,000 [\$150,000 hazardous substances/\$150,000 petroleum]**. You will soon receive formal notification from the EPA Office of Brownfields & Land Revitalization (OBLR). We have also attached a copy of the OBLR letter to this email. More information about the grant announcement, selectee project fact sheets, EPA contact information, and next steps is provided below.

EPA Office of Brownfields and Land Revitalization's webpage: [FY17 Assessment and Cleanup \(AC\) Grant Announcement, Selectee Project Fact Sheets, & List of Applicants](#)

EPA Region 10 Press Release: [EPA Selects Communities in Alaska, Oregon and Washington for Brownfields Assessment and Cleanup Grants](#)

Your [EPA Brownfield Project Manager](#):

Deborah Burgess

360.753.9079

Burgess.Deborah@epa.gov

Your EPA Project Manager will be in touch with you soon and, of course, please feel free to reach out to us anytime. **In addition, by June 9, we will email you more specific details on the EPA Region 10 Grant Application process and documents for completing your formal application package.** In the meantime, please do not hesitate to call or email us with any questions or concerns. We look forward to working with you.

Best Regards, Terri

TERRI GRIFFITH | REGION 10 BROWNFIELD ARC GRANT COMPETITION COORDINATOR
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